

Livestock Market & Sales Licensing Guide

The Kansas Department of Agriculture is devoted to the total support of agriculture in Kansas. While we must fulfill our statutory obligations, the department is dedicated to providing support and assistance to make Kansas farms, ranches and agribusinesses successful and help them grow if that is their desire. We also encourage more farms, ranches and other agriculture business to expand in or relocate to Kansas. This checklist will help guide you through various resources and requirements for opening and operating a typical Kansas livestock market. In addition to license requirements by the Kansas Department of Agriculture, other Kansas agencies as well as local or federal government agencies may have regulatory requirements to follow. Contact your local planning authority to ensure you follow all local business development laws, rules, regulations and guidelines. This guide is designed to assist you as you work to build and operate a successful livestock market in Kansas.

| ✓ | Department | Description | Renewal |
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| | Kansas Small Business Development Center (KSBDCC)* | The KSBDCC is a network of service centers located throughout Kansas offering business consulting to small businesses. Call 800-452-6727 for more information. | Prior to starting |
| | Office of the Secretary of State | Complete the appropriate filings and forms for a business entity required by the Kansas Secretary of State. Call 785-296-4564 for more information. | Prior to starting |
| | Department of Revenue | Visit the Department of Revenue website to find important business tax information . Call 785-368-8222 for more information. | Prior to starting |
| | Department of Agriculture, Division of Animal Health | Kansas public livestock markets should complete the Public Livestock Market License Application . The Renewal Form is due June 30. Any livestock dealer, including those who buy or sell livestock in commerce on a commission basis, including through the use of video, should complete the Livestock Dealer Registration Application . For livestock sales that occur 12 times per year or less, complete the Application for Occasional Livestock Sales . For more information, contact Division of Animal Health by calling 785-564-6601. | Prior to opening, June 30 Renewal |
| | Department of Agriculture, Division of Water Resources (DWR) | The state of Kansas requires a permit for water used for stockwatering. Stockwatering is the watering of livestock and other uses of water directly related to the operation of a feedlot with the capacity to confine 1,000 or more head of cattle; or any other confined livestock operation or multiple operations under common management, that would divert 15 or more acre-feet of water per calendar year. Review the Kansas Water Law Basics . Visit the Water Appropriation Forms and complete the Application for Permit to Appropriate Water for Beneficial Use and the Stockwater Use Supplemental Sheet. For more information on water use, visit the DWR website or call 785-564-6640. | Yearly Report of water use, March 1st |
| | Department of Agriculture, Weights and Measures | No license is needed from Weights and Measures, but a livestock sales facility with scales must hire a licensed service company to test the scales once annually if the scales are utilized for any commercial transaction. Visit the Weights & Measures website for more information, or call 785-564-6683. | Annual service |
| | Department of Agriculture, Food Safety & Lodging | Restaurants located at livestock markets must have a Food Establishment License . Application fee and license fee depends on square footage and business practices. To learn more about starting a food business , contact Food Safety and Lodging at 785-564-6767 or FSL@kda.ks.gov for more information. | Prior to opening, April 1 |
| | United States Department of Agriculture, Grain Inspection, Packers & Stockyards Administration (GIPSA) | Dealers and livestock marketing agencies shall apply for registration with GIPSA. The GIPSA website also lists other requirements that regulated entities such as dealers, live poultry dealers, market agencies selling on commission and packers must adhere to. Visit the GIPSA Packers & Stockyards Program website for additional information, or call 202-720-0219. | Prior to opening |
| | Department of Health and Environment, Bureau of Water, Livestock Waste Management Section | Any facility that confines more than 300 animal units must register with KDHE. The need for additional permits and nutrient management plans will be determined based upon the number of animal units and pollution potential. Contact Livestock Waste Management at 785-296-0075 for more information. | Prior to construction |
| | Department of Health and Environment, Bureau of Water, Industrial Program Section | An NPDES Construction Stormwater Permit is required only if one or more acres are disturbed during construction. The permit is required prior to the start of soil disturbing activities. Visit the KDHE Industrial Programs website, or call 785-296-5549 for more information. | Prior to construction |



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| | Department of Health and Environment, Bureau of Water, Municipal Program Section | If the facility will employ an on-site wastewater treatment system for human wastewater rather than utilize a municipal sanitary sewer for handling and disposal of sewage from the facility, contact the KDHE Municipal Program Section at 785-296-5527 for construction and permitting requirements. | Prior to construction |
| | Department of Health and Environment, Bureau of Water, Public Water Supply & Geology Sections | If the facility will not utilize a municipal public water supply or rural water supply as the source of drinking water and the facility will serve 25 people or more per day, 60 or more days per year, it will be considered a public water supply subject to State/Federal drinking water requirements. Contact the KDHE Public Water Supply Section at 785-296-5523. Water wells shall be constructed by Kansas-licensed water well contractors. There are special construction requirements for water wells, serving public water supplies. Contact the KDHE Geology Section at 785-296-5560 for more information. | Prior to construction |
| | Kansas Department of Wildlife, Parks and Tourism | Projects that involve public funds, government assistance, require another state or federal permit, or potentially affect a current listed species or its critical habitat need an environmental review . Call 620-672-5911 for more information. | Prior to construction |

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This guide is for informational purposes only. It is not intended to be an exhaustive list of requirements for operating a Kansas agribusiness entity. Please contact the appropriate agencies or organizations for specific requirements applicable to your business.
* Indicates that the information listed is merely a useful resource and not a requirement for operating the business

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